

DD/A Registry  
 83-0311/108

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

New Headquarters Building

FROM	EXTENSION	DATE		OFFICER'S INITIALS	NO.
		RECEIVED	FORWARDED		
Chief, New Building Project Office 4E50 Hqs					DATE
					2 NOV 1983
1. DD/A 7D24 Hqs	2 NOV 1983	2 NOV	R		
2. A DDA		2 NOV 1983	R		
3. DDA	3 NOV 1983		R		
4. DDA REGISTRY 7D18 Hqs	4 NOV 83	com			
5.					
6.					
7. C/NBPO, 4E-50					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

4. Please return to OL/NBPO  
for display when signed.

ADMINISTRATIVE - INTERNAL USE ONLY

3 NOV 1983

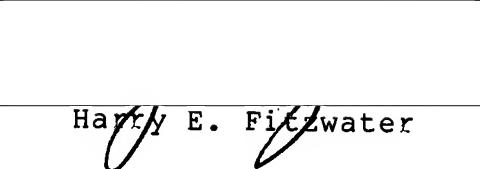
MEMORANDUM FOR: All Employees

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: New Headquarters Building

1. The renderings of the new building shown here reflect the current design concepts as we move into the final design stages. The building facade will be a tinted glass wall that is detailed in a pattern that will echo the patterns of the existing building. This produces a feeling of compatibility even though the two structures are significantly different in form and material. The base of the new building is composed of precast concrete panels selected to closely match the base of the existing building so that there is a strong unifying element common to both buildings.
2. Entering the building from the west, employees will transit a skylit entry hall that terminates on the fourth level of the building at the atrium facing the courtyard. At this level, there will be an impressive view of the courtyard and existing building. The ground level of the atrium will look out into the courtyard. This level is being designed to contain expanded employee services such as the EAA store, Credit Union, and Insurance Branch.
3. Additional food service area will be provided by expanding within the existing building around the existing kitchen into areas vacated by components such as the Credit Union. Tentative plans are to add variety as well as space in the addition so that features such as the Rendevous Room can be re-created.
4. The current schedule calls for start of construction in the spring of 1984, rather than August as previously stated. This schedule should result in beneficial occupancy beginning in the summer of 1987.

STAT

  
Harry E. Fitzwater

ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

SUBJECT: New Headquarter Building

Distribution:

0 & 1 - DD/A  
1 - D/OL  
1 - OL/NBPO

STAT

OL/NBPO

(02 Nov 83)

3 NOV 1983

MEMORANDUM FOR: All Employees

FROM: Harry E. Fitzwater  
 Deputy Director for Administration

SUBJECT: New Headquarters Building

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Larry \_\_\_\_\_  
 Paul \_\_\_\_\_  
 Pam \_\_\_\_\_  
 Bob \_\_\_\_\_  
 Gary \_\_\_\_\_  
 Gil \_\_\_\_\_  
 IMO \_\_\_\_\_

ATT: Route C

cc: \_\_\_\_\_

Forward - Toss

File: \_\_\_\_\_

STAT

Harry E. Fitzwater

SUBJECT: New Headquarter Building

Distribution:

0 & 1 - DD/A  
1 - D/OL  
✓ - OL/NBPO

STAT

OL/NBPO

(02 Nov 83)

ROUTING AND RECORD SHEET					
SUBJECT: (Optional) New Building Exhibit				DD/I Registry 83-0311/100	
FROM Chief, New Building Project Office, OL 4E50 Hqs			EXTENSION [ ]	NO.	
				DATE 26 OCT 1983	
TO: (Officer designation, room number, and building)		DATE RECEIVED <input checked="" type="checkbox"/> FORWARDED <input type="checkbox"/>		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. Ed/ DD/A 7D24 Hqs		27 OCT 1983	27	R	1. You have recently requested that employee exhibits again be set up at cafeteria entrances to display the latest renderings of the new building. Photographic copies of the renderings are now available to do this.
2. A/DOA		28 OCT 1983		S	The last exhibit contained a memorandum from you to the employees. On the assumption that you would like to do so again, attached is a draft for your consideration.
3.					We will mount the exhibits as soon as you give the word.
4.					
5.					
6.					
7.					
8.					
9.					
10. C/NBPO/OL 4E50 Hqs - ATTN:					
11. [ ]					
12. [ ]					
13.					
14.					
15.					
Att [ ]					
<p>Jim - Looks okay! I hope that the memo would be condensed to one page. R</p> <p>Harry - Ok, go ahead! Jim agrees that it would be worth while to have renderings of out buildings as well as in Hqs buildings.</p> <p>[ ]</p> <p>EXO/DDA</p>					

26 OCT 1983

DD/A Registry

83-0311/105

MEMORANDUM FOR: All Employees

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: New Headquarters Building

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Harry E. Fitzwater